JUMP STARTS
2018-2019 Grant Guidelines & Application Instructions

Deadline: December 19, 2018 11:59 PM

The mission of the California Arts Council, a state agency,
is to advance California through the arts and creativity.

Learn more at www.arts.ca.gov

© 2018 State of California

California Artis Council

Governor of California
Edmund G. Brown Jr.

Arts Council Members
Nashormeh Lindo, Chair
Larry Baza, Vice Chair

Phoebe Beasley
Christopher Coppola
Juan Devis
Kathleen Gallegos
Jaime Galli
Donn Harris
Louise McGuinness
Steve Oliver
Rosalind Wyman

Executive Director
Anne Bown-Crawford

Deputy Director
Ayanna Lalia Kiburi, MPH

Programs Officer
Shelly Gilbride, PhD

Address
1300 I Street, Suite 930
Sacramento, CA 95814

(916) 322-6555
Toll Free: (800) 201-6201
FAX: (916) 322-6575

www.arts.ca.gov

Office Hours
8:00 AM - 5:00 PM
Monday through Friday

Purpose: The California Arts Council (CAC), a state agency, was established in January 1976 to encourage artistic awareness, participation, and expression; to help independent local groups develop their own arts programs; to promote employment of artists and those skilled in crafts in the public and private sector; and to enlist the aid of all state agencies in the task of ensuring the fullest expression of our artistic potential.

The Council: The appointed Council of the CAC consists of 11 members who serve staggered terms. The Governor appoints nine members, the assembly Speaker appoints one member, and the Senate President pro Tempore appoints one member. Council members serve without salary, elect their own officers, and meet throughout the state to encourage public attendance. This body sets policy and has final approval of CAC grants.

Mission: Advancing California through the arts and creativity.

Vision: The CAC envisions a California where the lives of all Californians are enriched by access to and participation in a diverse spectrum of arts and cultural experiences and the arts ecosystem reflects contributions from all of California's diverse populations.

Funding: The CAC is a state agency, funded from the state's annual budget process and proceeds from the California Arts License Plate and the Keep Arts in Schools tax return voluntary contribution fund, supplemented by funds from the National Endowment for the Arts. Its grants are usually matched by foundations, individuals, earned income, government agencies, or other organizations.

Information Access: Due to the Public Records and Open Meeting Acts, applications and their attachments are not confidential and may be requested by the media and/or public. Meeting dates and locations are posted at www.arts.ca.gov. Observers may attend but may not participate in, or in any way interfere with, Council meetings. Each meeting provides a designated time for public comment, although comments may be time-limited.

Grant Process: Applications are evaluated by panels of experts, recognized in their respective fields, who rank applications according to program criteria. The CAC staff provides information but not recommendations to the panel. The Council reviews panel recommendations before making final funding decisions. CAC staff is responsible for grant contract administration after Council approval. In dire or unexpected circumstances, CAC reserves the right to make exceptions to any policy or procedure on a case-by-case basis.

Requirements: The CAC is mandated both by federal and state regulations to fund only organizations that have proof of nonprofit status under sec. 501(c)(3) of the Internal Revenue Code (Fiscal Receivers are eligible in some programs), or under sec. 23701d of the California Revenue and Taxations Code, or entities that are a unit of government; and that comply with the Civil Rights Acts of 1964, as amended; sec. 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; the Drug-Free Workplace Act of 1988; California Government Code secs. 11135-11139.5 (barring discrimination); the Fair Labor Standards Act, as defined by the Secretary of Labor in part 505 of title 29 of the Code of Federal Regulation; the Americans With Disabilities Act of 1990 ("ADA"); the Fair Employment and Housing Act; and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

Ownership, Copyrights, Royalties, Credit: The CAC does not claim ownership, copyrights, royalties, or other claim to artwork produced as a result of a CAC grant. However, the CAC reserves the right to reproduce and use such material for official, noncommercial purpose, including but not limited to use on the CAC website, social media and print materials. In addition, the CAC requires documentation of grants activity, and appropriate credit for CAC partial support.

JUMP STARTS
2018-19 GRANT GUIDELINES
DEADLINE: December 19, 2018 11:59 PM

Apply at calartscouncil.smartsimple.com
Up to $50,000
Grant Activity Period: 6/1/2019-5/31/2020

Background and Purpose

Beginning as a pilot program in 2013, the **JUMP StArts** program is rooted in the California Arts Council's (CAC) commitment to ensuring that art is accessible to all Californians, including the young and vulnerable, specifically those at risk of being engaged in the juvenile justice system. JUMP StArts was designed as a positive intervention for youth facing incarceration. The program mobilizes partnerships between arts organizations and juvenile justice entities to create arts-learning opportunities that foster positive socio-emotional, behavioral, academic, and developmental outcomes for system-engaged youth. In 2017, the California State Legislature began dedicating funds specifically to support the program, including service to California Department of Corrections and Rehabilitation Division of Juvenile Justice Youth Facilities.

The JUMP StArts program now has two project grant strands in which organizations may apply for and receive funding <u>simultaneously</u>:

- **JUMP StArts – State Facilities**
- **JUMP StArts – County and Community Facilities**

Planning grants are also available to support arts organizations in the process of developing an arts project for system-engaged youth (see JUMP StArts Planning Grant).

JUMP StArts supports high-quality arts education and artists-in-residence programs for youth engaged in the juvenile justice system. These may be students who have been arrested, are on probation, or are incarcerated at a juvenile justice facility. Activities may take place in state- or county-operated correctional facilities, or in classroom, after-school, and social service settings. Though the project setting and context may involve youth that are not directly engaged in the justice system themselves (e.g., a community school), the majority of participants in the program should be system-engaged youth, and the project should be tailored specifically to respond to their needs.

The project must be designed and developed in partnership between an arts organization and a juvenile justice facility or social service organization. The project should demonstrate significant planning, and should reflect a collaborative relationship between the partnering organizations.

Eligibility

- The applicant must be a California-based nonprofit arts organization or arts-based unit of government.
- The applicant must be the arts partner; the juvenile justice facility or social service agency acts as the project partner in all JUMP StArts grant applications.
- All applicant organizations must be consistently engaged in arts programs and/or services for two years prior to the application deadline.
- All applicant organizations must have a principal place of business in California.
- The applicant must demonstrate proof of nonprofit status under section 501(c)(3) of the Internal Revenue Code, or section 23701d of the California Revenue and Taxation Code, or must be a unit of government, including California Native or Indigenous tribal governments.
  - o **Fiscal Sponsors:** An applicant without nonprofit status may use a California-based Fiscal Sponsor with a federal 501(c)(3) designation to conduct work on a not-for-profit project. The Fiscal Sponsor will provide the fiscal and administrative services needed to complete the grant. **If a grant is awarded, the Fiscal Sponsor becomes the legal contractor.** The Fiscal Sponsor must also demonstrate consistent arts services or programming in California for a minimum of two years prior to the application deadline. See additional information on the use of [CAC Fiscal Sponsors](#).
  - o Applicants using Fiscal Sponsors must submit all required materials for the Fiscal Sponsor at the time of application.
- All applicants must submit all required application materials and information at the time of submission. Incomplete applications are ineligible and will not be reviewed by the panel. Please see Application Instructions for all required materials and information.
  - o For all programs that require a CAC DataArts Funder Report, two years of data must be included in DataArts profile and report.

Program Goals

Projects should address the following JUMP StArts program goals:
- Provide opportunities for arts participation and arts education to youth who are incarcerated or on probation.
- Increase opportunities for California teaching artists and artists-in-residence in juvenile justice facilities, including juvenile halls, camps, and court and community schools.
- Support the professional development of teaching artists and facility staff in order to grow the capacity of the field of arts for system-engaged youth.
- Measure impact and communicate the value of arts education and arts participation for system-engaged youth to juvenile justice and social service entities.
- Positively influence relationships between arts organizations, facility staff, and probation departments through increased collaboration and ongoing communication.

Project Requirements
- The applicant must develop and complete a project addressing the program's purpose by May 31, 2020. All activities to be funded by the CAC must occur within the Grant Activity Period (see Timeline).
- The project plan must describe activities, partnership responsibilities, intended artistic and youth development outcomes, and robust evaluation and documentation strategies.
- The project design must provide for safe, healthy, and appropriate learning environments for system-engaged youth.
- The project must include professional development trainings for teaching staff in both facility protocols and best practices in working with system-engaged youth.
- The project must be designed and developed in partnership between the applicant and one or more partner organizations. The applicant must be an **arts partner** with a history of serving the intended population working with at least one **juvenile justice/services partner** serving the same. Partner commitment letters are required at time of the application.
- Financial plan must show project viability, community support, and leveraging of assets.
- Fees for individual artists and/or arts workers to be supported by this grant must be appropriate to experience and comparable to fees for other local skilled workers.
- Artist(s) to be compensated and supported by this grant must show relevant experience of **at least two years**, be based in California, and may not be engaged in the project as full-time students in a degree program.
- **Accessibility:** The CAC is committed to making the arts accessible and inclusive for all Californians. All CAC-funded programs, services, information, and buildings and facilities where funded activities take place must be accessible. Please see Page 3: Requirements for more information.

State Facilities: Partnership with the Division of Juvenile Justice (DJJ)
The applicant must provide service at one or more of the following locations:
- N.A. Chaderjian Youth Correctional Facility
- O.H. Close Youth Correctional Facility
- Ventura Youth Correctional Facility

Applicants proposing a project in partnership with the DJJ must be in touch with Teresa Perez at Teresa.Perez@cdcr.ca.gov or (916) 683-7450 to plan the project and to secure a letter of support.

Applicants should be prepared to discuss the following when contacting DJJ:
- Type of program and proposed service to be provided
- Specific plan for space, time (length, duration, time of day), equipment, and participation of artists and DJJ staff
- Intended youth population and desired outcomes of efforts toward youth participation
- Identify outcomes and evaluation metrics appropriate to the scope of the project

- Identify training needs (facility safety and behavioral protocols) for participating teaching artists proposing to interact with DJJ youth

More information about the DJJ's mission and guiding principles are available on the DJJ page of the Department of California Corrections and Rehabilitation website.

Partnership with County and Community Facilities
The applicant must partner with at least one of these entities serving youth engaged by the juvenile justice system, including but not limited to:
- County juvenile halls and camps
- Court schools
- Community schools
- Social service agencies or nonprofit organizations supporting system-engaged youth during incarceration, re-entry, and/or probation periods

Given the transient context for system-engaged youth, applicants are encouraged to consider partnering with multiple agencies that serve youth in various aspects of their incarceration, probation, and re-entry to ensure consistent engagement and to maximize program impact.

All applicants must be in touch with an appropriate contact at the facility(ies) to plan the project and to secure a letter(s) of support.

Duties and Responsibilities of Coordinators
The project should demonstrate significant planning and should reflect a collaborative relationship between the arts organization and the facility/agency. Both the applicant and the partner organization should have defined project and decision-making responsibilities. Project must include a Project Coordinator from the applicant organization and a Partner Facility Coordinator from each partnering organization (see duties below).

Project Coordinator should:
- Develop a specific plan for space, time, equipment, and participation with artists and partner agency staff
- Act as facilitator and liaison between the arts organization, facilities, artists, and the CAC
- Develop and provide in collaboration with juvenile justice partner all necessary and appropriate professional development training for teaching artists
- Comply with CAC reporting requirements

Partner Facility Coordinator should:
- Assure that the facility provides supplies, materials, and equipment necessary for the project
- Reserve an appropriate space for the arts program activity
- Ensure that the students are able to participate
- Ensure that teaching artists and all personnel from the arts organization that will be interacting with students have training in facility safety and behavioral protocols

Joint Responsibilities should include:
- Provide ongoing assistance to the artists and teachers
- Communicate regularly over the duration of the project regarding any necessary changes
- Identify outcomes and evaluation metrics appropriate to the scope of the project
- Publicize the project to parents, facility staff, superintendents of education, and local governmental officials

JUMP StArts Planning Grant

Planning grants are available to support arts organizations that have identified a juvenile justice facilities/agency partner and are in the process of developing an arts project to serve these youth. Planning grants give organizations the opportunity to take the time to design the project thoughtfully and include meaningful contributions from both partners. The planning grants also can be used to pilot aspects of the program and conduct any necessary training and/or professional development for the project staff. Planning grants are ranked "Fund" or "Not Fund" based on the strength and merit of the plan.

- Applicants may not apply for a planning grant in a strand (i.e., State Facilities or County/Community Facilities) in which they have previously been funded. In other words, if an organization has received a JUMP StArts grant to do work in a county or community facility, they may not apply for a planning grant to work with another county or community facility. However, the organization may apply for a planning grant to work at a state facility.
- Applicants may not receive a JUMP StArts planning grant and JUMP StArts project grant in the same strand during the same funding cycle.
- Planning grant requests may be made for $2,500 for a one-year grant, and do not require a match.

Eligible Request Amounts

- Applicant organizations can request up to $50,000.
- The total request for the JUMP StArts program cannot exceed 50% of an organization's total operating revenue from the last completed fiscal year, as it appears in the DataArts Funder Report.

Funding Restrictions

- The total of all application requests in FY18-19 cannot exceed 50% of an organization's total operating revenue from the last completed fiscal year. If applying for one or more CAC grants in a grant cycle, the total amount requested cannot exceed 50% of what is reflected in the organization's Total Operating Revenue line in the DataArts Funder Report.
- Applicants to this program are not restricted from applying for and receiving additional CAC program grants as long as those funds are used for different projects and purposes. To meet this criterion, applicants must demonstrate that projects:
  - Serve primarily different groups of people
  - Take place in different spaces, times, and/or contexts

    o Achieve fundamentally distinct programmatic outcomes
- The award may not be used to supplant state-funded expenses.

Matching Funds
Matching funds are not required for this grant.

What the CAC Does Not Fund
- Individuals (as applicants)
- Hospitality or food costs
- State agencies (as applicants)
- Federal agencies (as applicants)
- Non-arts organizations not involved in arts activities (as applicants)
- For-profit organizations (as applicants)
- Former grantee organizations not in compliance with CAC grant requirements (as stipulated in grant agreement)
- Fundraising activities or services such as annual campaigns, fundraising events, or grant writing
- Programs or services intended for private use, or for use by restricted membership
- Projects with religious purposes
- Operational, administrative or indirect costs of schools, colleges, or universities, or any activities that are part of the curricular base of these institutions
- Trusts, endowment funds or investments
- Capital outlay, including construction projects or purchase of land and buildings
- Equipment
- Debt repayment
- Out-of-state travel
- Expenses incurred before the start date or after the ending date of the grant activity period
- Lobbying activities that are intended to influence the actions, policies, or decisions of government officials or specific legislation

Application Process
Applications will be available online through the CAC's online grants management system at calartscouncil.smartsimple.com. Only applications submitted through the system by the deadline will be accepted. More information can be found on the Application Resources page of the CAC website.

Review Criteria
The peer review panel will evaluate applications based on the following criteria:

- **Project Design and Implementation:** Project design indicates realistic timeline, appropriate budget, clear artistic and community-based objectives, and achievable goals. Design includes methods to evaluate and measure success, collect and analyze data, and document activities. Design demonstrates depth of participant involvement and clear plans for community outreach and marketing.

- **Artistic Merit:** California artists are involved at every stage of the project design and execution and demonstrate skills, expertise, and experiences that are central to the goals of the project and program.

- **Community Impact:** Project demonstrates reach and/or depth of engagement in a defined community. Project is responsive to the community to be served. Project execution and evaluation involve significant community participation in accordance with the identified program goals and project requirements.

- **Management and Leadership:** Ability of applicant organization to implement proposed project is clearly demonstrated. Overall fiscal and managerial health of applicant and partnering organizations is evident.

Peer Panel Evaluation and Ranking Process

The panel's review of applications and work samples is a multi-step process and involves assigning numerical ranks (1-6) to an application. Panelists' ranks are averaged to obtain the final score. Final ranking and funding allocations may be made according to the first decimal place within each rank as necessary.

For each of the rankings listed below, the description refers to the complete content of the application as submitted by the applicant.

6	**Exemplary**	Meets all of the review criteria to the highest degree possible
5	**Strong**	Meets all of the review criteria in a significant manner
4	**Good**	Meets all of the review criteria to some extent; however, areas of the application need improvement, development, or clarification
3	**Marginal**	Does not meet the majority of the review criteria in a significant manner
2	**Weak**	Significant inadequacies in addressing review criteria; proposals that do not meet the project requirements or grant program goals
1	**Ineligible**	Incomplete applications, applications that do not meet eligibility criteria. Former grantee organizations not in compliance with CAC grant requirements.

California Arts Council Decision-making

The final authority for grant decisions is the appointed Council. After receiving and reviewing the peer panel's ranking recommendations, the Council will consider the panel's recommendations and make final funding decisions at a public meeting.

If approved by the Council for support, grant amounts may differ from the request amount due to the level of funding available to the program, demand for that funding, and/or the rank a proposal receives from the peer review panel.

Depending on the amount of funds available and the number of applicants, the Council will decide which ranks receive funding, and for what percentage of the applicant's request amount.

Should a grant award be made for an amount less than the request amount, the applicant will be required to agree to complete what is described in the application with a lesser grant award than the original request in the grant contract. CAC staff is responsible for grant contract administration after Council approval.

Timeline

December 19, 2018 11:59 PM	Application deadline (online)
May 2019	Funding decisions
May 2019	Funding notifications
June 1, 2019 – May 31, 2020	Grant Activity Period
June 30, 2020	Final Report deadline

Grantee Requirements

Grantees must comply with all requirements as stipulated in the grant agreement including but not limited to the following:

- Grantees are required to carry out activities consistent with the application approved for funding. Requests to make changes to funded activities require prior written approval from CAC staff. Requests for changes are considered on a case-by-case basis; approval is not guaranteed.
- To better inform our elected representatives as to the value of the arts and the use of state funds, you will be expected to include—with your approved grant agreement—photocopies of signed letters that you have sent to the Governor and your State Senate and Assembly representatives thanking them for your grant.
- Use the CAC logo on all printed, electronic materials and websites (programs, catalogs, postcards, posters, newsletters, leaflets, publications, etc.) that specifically reference this grant.
- Credit the CAC on all printed and electronic materials: *"This activity is funded in part by the California Arts Council, a state agency."*
- Reports summarizing grant-funded activities and accomplishments will be required.

Appeal Process

Appeals to CAC funding decisions must be submitted on an official Appeal Form, available from the CAC, and postmarked within 45 days of the decision. Appeals are granted only on the following grounds:

1. Panel's assessment was based on a misstatement of factual information as contained in the application such that it negatively influenced the panel's recommendation; and/or

2. Incorrect processing of the required application material such that it negatively influenced the panel's assessment of the applicant's request for funding.

Note: Dissatisfaction with award denial or with award amount is not grounds for appeal.

Staff Assistance

CAC staff is available to offer guidance and clarification in preparing your proposal. We recommend that you contact staff well in advance of the deadline to ensure you can be accommodated. People who are Deaf, Hard of Hearing, have difficulty speaking, or who are Deaf Blind may dial 711 to reach the California Relay Service (CRS). Large print is available upon request.

Josy Miller, Ph.D., Arts Education Programs Specialist
josy.miller@arts.ca.gov
(916) 322-6385

Application Instructions
*DEADLINE: **December 19, 2019 by 11:59 PM***

All grant applications must be submitted in the California Arts Councils online grants management system, calartscouncil.smartsimple.com.

Please refer to CAC Registration Information for additional guidance.

Please have the following information and documentation prepared prior to beginning your registration:
- Applicant Organization Federal EIN (or that of Fiscal Sponsor, if applicable)
- Applicant Organization DUNS Number (or that of Fiscal Sponsor, if applicable), obtainable from the Dun and Bradstreet Request Service website
- Applicant Organization contact information, including business address, mailing address (if different), county name, phone and fax number (if available), and website
- Number of years Applicant Organization has engaged in arts programming
- Year Applicant Organization began arts programs and/or services
- Organizational mission statement and purpose
- Brief summary of Applicant Organization's core programs and services

Application Checklist:
Required Support Materials:
- Teaching Artist Work Samples: Include **up to three** samples of Teaching Artist work providing evidence of talent and capacity both and artist(s) and instructor(s). Video samples featuring interaction with students are highly recommended.
- Student Work Samples: Provide **up to two** samples that best portray student work created under the instruction of the Teaching Artist(s).
- SMU DataArts Funder Report: The California Arts Council requires all applicants to complete two Cultural Data Profiles (CDP) through SMU DataArts (formerly the Cultural Data Project) and generate a Funder Report to include with their application. The Funder Report will be used to assess your organization's fiscal health and activities. You will need two years of financial and programmatic data to fill out your CDPs. To complete this part of your submission, log in to the SMU DataArts website. See DataArts Instructions below for step-by-step instructions.
- Letter of Support or Testimonial: Please provide a signed statement from a key stakeholder, partner, or community member. The statement should substantiate the quality of the organization, and affirm the organization's impact on the community it serves.
- Letter of Agreement: Provide a joint Letter(s) of Agreement signed by both the Applicant Organization and a school official from each site to be served. This

letter(s) should indicate mutual commitment to the project and understanding of the roles and responsibilities of each party.
- Payee Data Record (STD 204)

Required Support Materials for Fiscally Sponsored Applications:
- Legal name of Fiscal Sponsor Organization
- Fiscal Sponsor Organization Federal EIN
- Fiscal Sponsor Organization DUNS Number
- Fiscal Sponsor Organization executive leader's name, phone number, and email
- Fiscal Sponsor Organization mailing address
- Number of years the Fiscal Sponsor Organization has been engaged in arts programming and/or services
- A brief description of the history of the Fiscal Sponsor Organization's arts programming and/or services
- An IRS 990, 990-EZ or 990-PF form for the Fiscal Sponsor Organization; no other types of 990 forms will be accepted
- A Letter of Agreement between the Applicant Organization and the Fiscal Sponsor Organization confirming their understanding of and compliance with the CAC Fiscal Sponsor Policy
- Payee Data Record (STD 204)

Please refer to the CAC Fiscal Sponsor Policy for additional information.

Application Questions:
The following questions will be asked on the application:

Narrative Questions: *(Project Grants)*
- Provide a detailed description of your proposed project, including the artistic activities that will occur. *(2500 characters)*
- Provide a detailed timeline for the activities that will occur within the Grant Activity Period. Convey a sense of the arc of the project from beginning, through the middle, to the end. *(2000 characters)*
- In addition to the development of artistic skills, what student outcomes does your organization seek to improve through its JUMP StArts project (e.g. socio-emotional, behavioral, academic, etc.)? *(2000 characters)*
- How will project activities support the realization of these outcomes? *(2000 characters)*
- How will teaching artists and facility staff work together actively to engage students with disabilities in all aspects of this program? *(2000 characters)*
- What existing evaluation tools do you plan to use to measure progress toward goals in each of these outcome areas? If your organization is already engaged in evaluation, please report the results according to the tool(s) you used, including changes in the stated outcome areas. *(2000 characters)*
- How will your organization and your partners ensure that the project provides a healthy, safe, and appropriate learning environment for system-engaged youth? *(2000 characters)*

- What professional development trainings will be required for teaching staff? These trainings should encompass both facility protocols and best practices in working with system-engaged youth. *(2000 characters)*
- Provide a brief biography for each key individual (artistic, technical, or administrative) involved in this project. Include name, title, whether to be supported by CAC funds, experience as it relates to this project, and role within the proposed activities. *(2500 characters)*
- Describe efforts to ensure accessibility and inclusion. Consider both personnel and participants, where applicable. *(1500 characters)*

Quantitative Questions: *(Project Grants)*
- Artistic disciplines to be taught
- Duration and frequency of sessions (e.g., 1 hour, twice a week for 12 weeks)
- Number of sites to be served
- Number of students to benefit directly

Narrative Questions: *(Planning Grants)*
- Provide a detailed description of your proposed planning process. *(2500 characters)*
- Provide a detailed timeline for the activities that will occur within the Grant Activity Period. Convey a sense of the arc of the project from beginning, through the middle, to the end. *(2000 characters)*
- Please describe the motivations for pursuing this partnership and the climate for arts learning at the juvenile justice facility(ies).
- What are the desired outcomes of this planning period?
- What arts learning activities are you preparing to explore? Provide a description of artists and art forms that are under consideration for inclusion in this project.
- Provide a brief biography for each key individual (artistic, technical, or administrative) involved in this project. Include name, title, whether to be supported by CAC funds, experience as it relates to this project, and role within the proposed activities. *(2500 characters)*
- Describe efforts to ensure accessibility and inclusion. Consider both personnel and participants, where applicable. *(1500 characters)*

Budget Tables:
You will be required to submit a line-item project budget. Please refer to What the CAC Does Not Fund within the program guidelines to ensure that all line items are eligible expenses.

SMU DataArts Instructions:
Follow these instructions to complete a Cultural Data Profile (CDP) and Funder Report:
1. Go to the SMU DataArts website and use the orange login button to access your DataArts account. If your organization does not yet have a SMU DataArts account, choose the "Create an account" link to register.
2. Create and complete two CDPs, one for each fiscal year. Enter data using your board-approved financial audit/review or year-end financial statements.

a. If your organization is not audited/reviewed, enter data using your board-approved, year-end financial statements.

b. If your organization is an arts program/department within a larger institution, enter data based on internal financial statements of the arts program/department and indicate that you have a parent organization when selecting your organization type on the Customize Your Survey screen.

c. DO NOT enter project budgets, budgets for future years, or incomplete or not-yet-approved audits/reviews/financial statements.

3. Some errors may be triggered as you enter financial data, and you will be able to review and resolve them as you work on your survey. Select the "Check and Complete" button to run a final, comprehensive error check when you are finished entering data, and correct any errors that may arise at that time. If you need assistance, call the SMU DataArts Support Center at 1-877-707-3282.

4. After you have finished entering and completing your two fiscal year surveys, you will then use your CDP data to generate a Funder Report to be included with your application materials.

a. Go to Funder Reports and Grants and search for California Arts Council. Find the grant program which you will apply to, select the "'View" dropdown, then "Submit Data" to share your data with California Arts Council. A PDF Funder Report will then generate. **Once you have run your report from SMU DataArts, download, save, then upload your Funder Report below.** You can also find a video of step-by-step instructions here.

Applicant Organizations should direct questions concerning the CDP or Funder Report to:

SMU DataArts Support Center:
Toll Free: (877) 707-3282
Email: help@culturaldata.org
The Support Center is available Monday – Friday from 6:00 AM to 5:00 PM PST.
SMU DataArts website: https://culturaldata.org

Project Grant Application Assessment:
Panelists may consider any aspect of an application when ranking for each review criteria, including but not limited to the Areas of Assessment indicated below.

Review Criteria #1: Project Design and Implementation
Areas of Assessment:
● Narrative and quantitative questions
● Project budget
● Letter of Agreement

Review Criteria #2: Artistic Merit

Areas of Assessment:
- Artist(s) bio(s)
- Teaching artist work samples

Review Criteria #3: Community Impact:

Areas of Assessment:
- Narrative and quantitative questions
- Organizational history and mission
- Partnership description
- Letter of support or testimonial
- Student work samples

Review Criteria #4: Management and Leadership

Areas of Assessment:
- Narrative and quantitative questions
- Key personnel bio(s)
- Organizational history and mission
- Partnership description
- DataArts Funder Report
- Project budget
- Overall completeness and accuracy of application submission

Planning Grants are given a "yay" or "nay" vote by each panelist, based on the quality of the project design, the potential impact, and the capacity of the applicant to successfully execute the project. An application receiving a simple majority of "yay" votes is awarded $2,500.